



Natural Resources Conservation Service
375 Jackson Street, Suite 600
St. Paul, MN 55101-1854

Phone: (651) 602-7900
FAX: (651) 602-7914

To Be Transmitted via email

November 4, 2004

MINNESOTA BULLETIN NO. 230-5-1

SUBJECT: EOP – FY 2004 MN NRCS CIVIL RIGHTS AWARDS

Purpose. To solicit nominations for the MN NRCS Civil Rights Awards and National Civil Rights Awards.

Expiration Date. September 30, 2005.

ACTION REQUIRED BY FRIDAY, DECEMBER 15, 2004

The deadline for submitting nominations for Civil Rights has been extended!

The Minnesota NRCS Civil Rights Committee is soliciting nominations for the FY 2004 Individual and Team/Group State Civil Rights Awards. Individuals or Teams/Groups who have made significant contributions in the area of civil rights during FY 2004 may be nominated.

Nominations must be submitted to Amy Stratton, MN NRCS Civil Rights Chair and postmarked by **December 15, 2004**. The MN NRCS Civil Rights Committee will make the final recommendation with concurrence from the State Conservationist. The MN NRCS Civil Rights Awards winners may become Minnesota's nomination to the National Civil Rights Awards.

All MN NRCS employees are invited to submit nominations. You may nominate yourself, MN NRCS employees, or partner organization employees and/or members (i.e. Soil and Water Conservation District, Resource Conservation and Development, Farm Service Agency, Rural Development, Extension or others).

Nomination instructions:

1. Nominations should include a narrative describing the basis for the nomination. Be sure to include the nominee's name and work address. Submitting information on civil rights activities outside of the workplace is encouraged.

2. Please address how the nominee successfully achieves one or more of the following criteria in your narrative.
 - a. Degree of personal involvement
 - b. Innovation contributing to civil rights promotion
 - c. Initiatives that encourage participation of women, minorities, and people with disabilities
 - d. Degree of involvement beyond required duties and responsibilities
 - e. Impact on the community
 - f. Outcomes achieved/Results of individuals efforts
3. Nominations are to be completed and signed by the person making the nomination, and a copy is to be sent to the nominee's supervisor.
4. The original signed hardcopy should be submitted to Amy Stratton, Civil Rights Chair by **December 15, 2004** (postmark date).

Amy Stratton, MN NRCS Civil Rights Committee Chair
Three Rivers RC&D
USDA NRCS
1160 Victory Drive, Suite 4
Mankato, MN 56001

Please contact any member of the Civil Rights Awards Subcommittee with questions; Julie Lindner (phone: (320) 384-7432 x109; email: julie.lindner@mn.usda.gov), Mike Walker (phone: (651) 602-7892; email: mike.walker@mn.usda.gov), Steve Lutes (phone: (320) 732-6618; email: stephen.lutes@mn.usda.gov), or Amy Stratton (phone: 507-345-7418 x5; email: amy.stratton@mn.usda.gov).

//s//

WILLIAM HUNT
State Conservationist

DIST: AE